SUMMARY REPORT

of the

ACTIVITIES OF THE CAREER SERVICES

1 July 1955 to 30 September 1955

DOG REV BATE 22 JUL BY
ORIG COMP OPI 32 TYPE O/
ORIG CLASS 5 BLOW 30 REV CLASS C
JUST NEXT REV 20// AUTH: HR 70-2

30015

SECTION I

CLANDESTINE SERVICES CAREER SERVICE

A. ORGANIZATION

- 1. There were no significant changes in the policies or methods of operation for the Clandestine Services Career Service Board and Panels during the reporting period.
- 2. A change in the operating procedure of the FI Career Service Panel has been proposed by the Chairman of the FI Career Service Panel and is now under study. Under this new procedure the Panel members would be able to devote more time and attention to individual career planning, policy matters and actions affecting senior FI officers. The processing of most personnel actions now reviewed by the Panel would, under the proposed change, come under the jurisdiction of subordinate elements of the Clandestine Services Panel.

B. ACTIVITIES

1. Clandestine Services Career Service Board

The Board met on 8 August 1955 to give consideration on a competitive basis to candidates for promotion from grade GS-14 to grade GS-15. At the same meeting the Board considered promotions involving supergrades.

- 2. Clandestine Services Career Service Panel
 - a. Meetings: five (5)
 - b. Personnel Actions

25X9A2

In addition to the normal processing of personnel actions,

"D" designees were transferred to the jurisdiction of
the FI and PP Career Panels. These were persons who had
completed three years' service and were engaged in activities
in the FI, PP or PM fields. The Panel also considered four
requests of employees to marry aliens and forwarded
recommendations to the Chief of Operations, DD/P.

c. Rotation Policy

The Panel began developing a proposed statement of rotation policy for the Clandestine Services Career Service. This proposal is still under consideration.

d. CIA Career Staff

The Panel processed Career Staff applications during the quarter.

25X1

3. FI Career Service Panel

- a. Meetings: nine (9)
- b. Individual Career Planning

A major achievement of the Panel during the quarter was the initiation of the individual career planning program. The Panel recommended that those FI officers, GS-11 and GS-12, who had been selected for the Career Staff, be given priority in the development of individual career plans. Career plans are now being developed in accordance with this program.

c. CIA Career Staff

applications for Career Staff membership were processed during the reporting period.

4. PP Career Service Panel

- a. Meetings: seven (7)
- b. Individual Career Planning

A staff study outlining the policies and procedures for the preparation of individual career plans was prepared and approved in principle. The operating Divisions have nominated qualified officers for Working Groups in career planning, and these have been accepted by C/PP. The Career Management Officer will schedule meetings with individual employees and their supervisors to draft tentative career plans. The first plans will be developed for headquarters personnel in grades GS-11 and GS-12 who have been accepted for membership in the CIA Career Staff. These tentative plans will be discussed in the presence of the individual concerned and then presented to the PP Career Service Panel for approval.

c. CJA Career Staff

25X9A2

applications for membership in the CIA Career Staff were processed by the Panel during the reporting period.

5. TSS Career Service Panel

- a. Meetings: seven (?)
- b. Individual Career Planning

Recent personnel restrictions have brought about a more individualized consideration of all actions by the Career Panel. This is especially true relative to the reassignment of individuals whose tours of duty in the field are approaching an end. An increasing number of cases that could formerly be handled in the light of routine Panel examination are now being reviewed with emphasis on the individual's long-range career development. The Panel is now studying the question of individual career planning on a policy basis as it relates to the specialized functions of TSS.

c. CIA Career Staff

25X9A2

applications for the CTA Career Staff were processed during the quarter.

6. Clerical Career Service Panel

- a. Meetings: eight (8)
- b. Service Designations
 - (1) As agreed with the Administration Career Board.

 "SA" designees grade GS-7 and below were transferred to "DS" designation and now fall within the jurisdiction of the Clerical Panel. In addition, the CS Career Management Officer and the FI Career Management Officer are continuing to review "D" and "DI" designees at grade GS-7 and below to identify those who should be changed to "DS".

(2) A suspense file has been established for cases in which "DS" persons are assigned to positions of a designation other than "DS". A follow-up will be made on each such case at the end of six months: in order to determine whether a change of Service Designation or other action is appropriate.

c. Overseas Vacancies

A memorandum concerning overseas service was distributed from the Chief of Operations, DD/P to all "DS" clerical employees. This resulted in information concerning persons available to fill overseas vacancies and has been utilized to effect appropriate replacement and reassignment actions.

d. CIA Career Staff

The Clerical Panel processed ____ applications for membership in the CIA Career Staff during the reporting period.

SECTION II

THE INTELLIGENCE PRODUCTION CAREER SERVICE

A. ORGANIZATION

1. Executive Committee of the IPCS Board

An Executive Committee of the IPCS Board was established during the third quarter. This Committee is described below.

- a. Is composed of designees of the Assistant Directors on the IPCS Board.
- b. Reports to the DD/I through the IPCS Board.
- c. Is responsible for developing uniform personnel policies and practices among the IP Offices.
- d. Representatives from 00 and 0CR Career Service Boards will generally attend meetings of the Committee. When so constituted the Committee will act for the whole DDI area to develop uniform personnel policy.

2. BIC Career Service

The newly created Office of Basic Intelligence joined the IP group with membership on the IP Board and the Executive Committee.

3. OSI Career Service Board

The OSI Regulation establishing the OSI Career Service Board was revised to increase the membership of the Board by one and to designate the Executive. Scientific Intelligence, as Chairman. Four new members of the Board were appointed during the third quarter.

B. ACTIVITIES

1. The Intelligence Production Career Service Board

- a. Meetings: three (3) /Executive Committee/
- b. Rotation
 - (1) The rotation program with the Office of Training was launched with one placement in OSI from OTR and two placements from OCI in OTR.
 - (2) Discussion with the Chief, FI/DDP continued on the program of rotating Reports Officers of the DD/P with area desk officers of the DD/I.

c. Individual Career Plans

The Board gave increased impetus to the development of individual career plans by the Office Boards.

d. Other Activities

- (1) Reviewed 15 reassignments, 19 promotions, and 4 appointments.
- (2) Plans were made for future placement of a number of returnees.
- (3) Reviewed candidates for Junior Career Development Program.
- (4) Reviewed applications for membership in CIA Career Staff. Prepared memoranda for CIA Selection Board in cases where the Board disagreed with certain Panel findings.
- (5) Selected individuals for a number of overseas positions and detail to other Agencies.
- (6) Discussed and approved a number of individual career plans.

2. The ONE Career Service Board

- a. Meetings: two (2)
- b. Personnel Shifts

The Board discussed certain internal personnel shifts with particular reference to the professional shortages in the FF Staff.

- c. Personnel Actions
 - (1) The Board discussed the question of the transfer of one employee to C/CI or O/RR and provision for a suitable replacement, and the unsuitability of two employees for work in O/NE.
 - (2) The assignment of an employee to O/NE was discussed.

3. The OCI Career Service Board

- a. Neetings: two (2)
- b. Rotation

A meeting was held with members of the FI Staff, DDP to develop a program of rotation between personnel of OCI and DDP.

c. Personnel Actions

Pending rotations, resignations, reassignments and obligations (field employees, etc.) are reviewed at each Board meeting.

d. Statistical Summary of Board Operations (Includes business transactions between meetings)

Promotion Requests (GS-12 and abo	ve),	c •	a	。8
Fitness Reports Reviewed	6 7	· 6	6	,63
CTA Career Staff Applications				
Requests for Area Familiarization				
Requests for External Training	6 3		۰	ູ 3

Sarah Sallan

4. The OSI Career Service Board

- a. Meetings: six (6)
- b. Personnel Policies

Dr. Scoville attended the 7 September meeting and expressed the hope that the Board would be active in developing new Office policies in the fields of personnel and training.

c. Career Planning

The Board discussed the various types of assignments in OSI and other components in the Agency which might provide opportunities for qualified individuals to broaden their experience. A list of these assignments is being compiled to be used in the development of individual career planning.

d. Training

The Board discussed the particular training courses presented by OTR which are applicable to the training needs of OSI analysts. An OSI training manual is being prepared to guide supervisors and analysts in the selection of training courses.

e. Grievances and Complaints

The Board approved a SI Notice regarding the referral of individual grievances and complaints to the Board when the individual concerned feels that effective solution to his problem has not been reached at the Branch or Division level.

f. Nominations for Vacancies

Nominations for the following vacancies were received, reviewed and sent to the IPCS Board: Sownat Staff, a 25X1A6A

g. External Training

Seven individuals received external training.

	h.	Statistical Summary of Board Activities
		Requests for promotion. CIA Career Staff Applications Detail to OO
5.	The	ORR Career Service Board
	a.	Meetings: five (5)
	b.	ORR EOD Orientation Program
		The Board approved the terms of reference for an ORR EOD Crientation Program and Procedures and appointed a committee to develop and formalize the Program.
	c.	Approved Personnel Policies for ORR
		(1) Policy for referral of certain personnel cases to the Board. (CSB Policy 1-55)
		(2) Policy for promotion of ORR personnel engaged in full-time training programs or assigned overseas on FCS. (CSB Policy 2-55)
		(3) Policy statement related to the employment of key individuals from outside the Agency. (CSB Policy 3-55)
		(4) Policy statement regarding procedures for the transfer of employees from clerical to professional positions. (CSB Policy 4-55) and (Office Regulation
		(5) Approved procedure to be implemented by the Administrative Staff to ensure that employees in the zone of consideration are considered for promotion at least once each year in compliance with
	d.	Rotation
		The Board discussed rotation possibilities of several OTR employees to ORR and possible ORR candidates for rotation to teaching positions in OTR.

25X1

Buffer Company

e. Career Planning

The Board deferred discussion of the establishment of ORR career guidance, counseling, and policies for career programming, including the preparation of career plans, until the fourth quarter due to absences on annual leave of key individuals engaged in the development of these policies.

f. CIA Career Staff

The Board discussed the position which CRR should take in the matter of CIA Career Staff applications and status of employees who refuse to accept assignments to other components in the Agency when no unusual personnel considerations exist.

g. Other Activities

(1) Applications for CIA Career Staff approved -

- (2) Receipt of Fitness Reports noted 4
- (3) Requests for non-CIA training 14
- (4) Approval of promotion actions GS-14 to GS-15 -- 2
- (5) Recommended approval of assignment of GS-14 Intelligence Officers 2

SECTION III

THE OPERATIONS GAREER SERVICE

A. ORGANIZATION

No changes were made in organitational structure of the Operations Career Service since the last report, and no notices were issued during the quarter.

B. ACTIVITIES

- 1. Meetings: ten (10)
- 2. Personnel Cuts

	The Board repeatedly discussed the serious problems involved
25X9A2	
	of such a reduction-in-force on personnel management, including career development, promotion and assignment policies, and employee morale. Board recommendations were tabled, pending the completion of the current survey of the Office by the Inspector General.
3.	Legislation concerning Foreign National Employees
	The Board considered the proposals of the Chief, for legislation to permit foreign national employees to receive certain benefits, including retirement pay and schooling allowances for dependents, and recommended that appropriate action be taken by the Agency Legislative Task Force.

25X1

25X1

25X1

4. Rotation

Approved For Release 2003/01/27 : CIA-RDP80-01826R000900020002-3

	5。	CJA Career Staff
		a. The Board recommended the nomination to the Selection Board of 5 Office members of the Career Staff to serve on the Panels of Examiners.
25X9A2		applications for Career Staff membership were considered; one declination was noted; and one applicant's request that time spent as a contract agent be included in computing length of service (and eligibility for membership) was forwarded to the Selection Board.
		c. The Board decided that it would review the applications of candidates, submitted earlier but now scheduled for Panel action, only in cases involving a change by the Division Chief in the category previously recommended for the individual.
25X9A2		d. The Board noted the acceptance of employees into the Career Staff, raising the total Office membership to 25X9A representing 29% of all employees and about 40% of those eligible for membership.
	6.	Training
		a. The Board noted the forwarding of Divisional and Sowmat Staff Junior Officer Training "programs" to the Office of Training, in accordance with its recommendations.
		b. The Board agreed to a briefing of representatives of the Office of Training on Office activities and training requirements, which was held on 29 September.
		c. The Board recommended approval of one area orientation tour and nineteen requests for external training; requested a report on a member of the Office previously recommended and selected for the Junior Officer Career Development Program; and noted that 33% of the Office staff had participated in internal-divisional Agency, or external training during fiscal year 1955.
	7.	Career Development
		The Board discussed various aspects of coreer development and planning, including the preparation of Fitness Reports, and the particular problems encountered by
	-	recommended that special attention be given by supervisors to all personnel who have reached the top step of their grade or who are already receiving "longevity increases" at three year

Approved For Release 2003/01/27 : CIA-RDP80-01826R000900020002-3

Vacancies considered			۵	۵	c		۰		red.	ide	cons	ancies	Vaca
Rotation requests		_		_	_	_	_	_		4 6		notions	Prom
A	. 1			13		a	ŭ	o		sts	eque	ation :	Rota
Area Orientation Tours		0	٥		ø	۰	ø	s.	Cour	.on '	tati	a Orie:	Area

SECTION IV

THE OFF ICE OF CENTRAL REFERENCE CAREER SERVICE

A. ORGANIZATION

The name of the OCD Career Service was changed to OCR Career Service during the third quarter. No change in organization was recorted.

B. ACTIVITIES

- 1. Meetings: three (3)
- 2. Career Development of Junior Analysts

The Board discussed the proposal of a Division Chief recommending the consideration of junior analysts for future career development. The plan was intended to further the careers of individuals concerned and provide research and other offices with CIA indoctrinated and proven qualified analysts. The Board decided that the matter should be discussed with analysts concerned and referred to IPCS Board if further action was deemed advisable.

3. Requests for Release

- a. The Board considered 24 requests for release. It was pointed out that requests for release do not indicate available opportunities but rather reflect the desire of employees for areas of greater advancement or foreign assignment. The granting of a release constitutes mere license for "shopping" for another position. By the very nature of OCR's mission the grade structure is below Agency average and the chance of overseas service is virtually nil.
- b. The Board formed a policy for cases where other offices request the personnel folder of OCR personnel who have not requested a release. In such cases when the individual has not yet reached the zone of consideration and still has opportunity to advance with OCR, the personnel folder would not be released until it was first determined if OCR would consider granting the individual a release.

Approved For Release 2003/01/27 : C1A-RDP80-01826R000900020002-3

4. Vacancies

It was decided that when advertising a vacancy in the future, knowledge of that particular job should not necessarily be made part of the requisite qualifications.

5. Statistical Summary of Board Operations

Vacancies acted upon	2	26
Requests for release		
Promotions from clerical to professional status.	0 0	2
Requests for non-CIA Training,]	L2
Requests for CIA Training	o •	8
Approval for requests for internal training note		

SECTION V

THE SUPPORT CAREER SERVICE

A. ORGANIZATION

- 1. The reorganization of the Career Service structure of the Deputy Director Support organization was discussed and studied by members of the Administration Career Board during the third quarter. The proposals joutlined in the Summary Report of the Activities of Career Services, 1 January to 30 June 1955/ to establish a Support Career Board as a senior advisory group and to reconstitute the Administration Career Board as the operating Career Board for SA designees were not effected at the time of this report.
- 2. Organizational changes made during the third quarter in three of the Career Boards in the Support Career Service are outlined below. The other Career Boards in the Support Career Service are currently constituted as outlined in the Summary Report of the Activities of the Career Services, 1 January to 30 June 1955.

a. Logistics Career Service Board

Logistics Instruction No. 20-110-3 dated 21 July 1955 establishes the organization of the Logistics Career Board and provides for the convening of the Board meetings and for voting.

- (1) The Logistics Career Board consists of:
 - (a) The Head of the Logistics Career Service ex-officio:
 - (b) A Chairman to be appointed by the Director of Logistics to serve for an indefinite period of time;
 - (e) Six Board members appointed by the Director of Logistics consisting of the Assistant Director of Logistics and the Special Support Assistant as permanent members, and four division or staff chiefs as rotating members. Appointment of rotating members will be made for six-month periods on a staggered basis so as to maintain continuity of Board membership.

- (2) Other individuals who will attend the Board meetings are:
 - (a) The Chief of the Administrative Staff and the Chief of the Personnel and Training Branch, Office of Logistics or their designated alternates to serve as technical advisors to the Board.
 - (b) Career Management Officer of Logistics, or his designated alternate to serve as Secretary to the Board.
 - (c) Office of Personnel representatives may be invited to provide technical advice or assistance.
 - (d) Logistics Service Designees at the Branch Chief or equivalent level as may be invited for the purpose of observing the Board in operation.
- b. Medical Staff Career Service Board

The organization of the Medical Staff Career Service Board was augmented by the addition of the Chief, Program Coordination Division as a voting member.

c. Personnel Career Board

	25	Χ	1	Α	9	Α
--	----	---	---	---	---	---

25X1A9A

(1)	Mr. Deputy Director of Personnel	25X1A9A
	assumed his duties during the reporting period as	
	Chairman of the Personnel Career Board. Mr.	
	, Executive Officer, acted as Chairman of the	9 05 1/4 4 0 4
	Board pending the arrival of Mr.	²⁵ X1A9A

(2) The Planning Panel, Personnel Career Board was reconstituted during the quarter to include in its membership the Chief, Plans Staff

B. ACTIVITIES

1. Administration Career Board

a. Assignment, Reassignment, and Rotation of Personnel

The Administration Career Board has reaffirmed its policy that each of its designees be limited to one tour of overseas duty before PCS return to Headquarters. Also, in order to provide overseas experience to the greatest number of personnel carrying the SA designation, assignments to foreign stations are made wherever possible to encumber slots with individuals who have had only Headquarters experience.

Increased attention is therefore being devoted to the assignment, reassignment, and rotation of key personnel. Plans are being developed six to nine months in advance of anticipated vacancies to ensure optimum conformance with Board policy in this respect. Cross-fertilization continues to broaden specialized personnel more effectively. By such methods it is believed better and more complete support can be rendered.

The "In-Casual" rate has increased slightly since the last quarterly report. At the end of the third quarter there were five individuals who had been in that status for more than thirty days. In the case of two of these five, special factors have made it exceedingly difficult to effect placement.

b. Service Designations

A group of personnel and positions within the Office of Logistics have undergone changes of Service Designations from 5L to SA. This is intended to identify more accurately the career boards involved and the performance functions of these people and positions. As designation problems in other DD/S components are gradually solved more and similar changes will be made.

The Board has established that it is able to assume responsibility for individuals with administrative qualifications only when it can control positions for which these individuals are qualified. Change of Service Designation to SA for qualified personnel must therefore be dependent on the availability of positions over which the Administration Career Board has authority.

c. Training

The Board has initiated a program of training for a Junior Officer Trainee who has decided to make the field of general administration his career in CIA. As this is the first time such training has been developed, close observation is being maintained to ensure the most profitable experience for this employee during the training period.

Two other candidates are still under consideration for similar training. No final decision has as yet been made in either of these two cases.

d. Career Staff Applications

The large initial backlog of applications for membership in the Career Staff has been completely eliminated during the third quarter. At this time, the Board is handling all cases on a current basis.

2. Office of the Comptroller Career Service Board

- a. Meetings: three (3)
- b. The following number of SF personnel completed training courses during the quarter:

Internal Training Courses --- 56 External Training Courses --- 4

c. Fitness Report (Special)

The Board reviewed a special 90-day Fitness Report on an SF designee, formerly rated "barely adequate on work performance."

d. Rotation

The Board approved an extension of a tour of duty in OTR for an SF designee until 1957 provided that the Director of Training permit the Comptroller to recall the individual should an emergency arise or an overseas assignment develop wherein the individual would be benefited from a long-range career standpoint.

		e.	Summary of Board Operations	
			CIA Career Staff Applications	25X1
*	3,	0ff	ice of Communications Career Service Board	
		a.	Meetings: twenty-three (23)	
		b.	Career Management of Personnel Detailed to Projects	
			(1) Inasmuch as personnel detailed to Project will, at a future date, return to the sponsoring division or staff, these individuals will remain under the career cognizance of that division or staff.	25X1A2D1
			(2) The Board discussed the career management of personnel detailed to Project It was agreed that career management of personnel on rotation slots will remain under the cognizance of the original owning divisions.	25X1A2D1
		c.	Rotation of	25X1C4A
25X1C4A 25X1C4A	25X10) C4A [The difficulty of was discussed. The following policy was established by O/C Notice No. 45-55: "Headquarters Divisions and Staffs, upon considering the rotation of individuals who are will make a positive effort in each case to rotate the individual to an activity which will permit him to retain his	25X1C4A 25X1C4A
		đ.	Policy on Equivalent Military Training (EMT) Sponsorship	
			An O/C Notice established the following policy in connection with sponsoring personnel in the EMTP: "It is the policy of the Office of Communications to maintain at a minimum the number of draft-eligible employees on duty. Therefore, unless justified by unusual conditions, a draft-eligible employee who returns from an overseas tour will either be released for the draft or sponsored for EMT prior to being considered for a subsequent overseas or Headquarters assignment."	

e. Career Service Meetings for Returnees and Departees

Weekly meetings are now being held by the Chairman of the Career Service Board which are attended by returnees and departees. At these meetings the Chairman presents career service procedures and policies, conducts a question and answer period, and investigates any particular problems the individuals might have.

f. Promotion Recommendation Procedures

An O/C Notice provides that promotion recommendations submitted to the Career Service Board will be described in the data sheet as "Automatic Promotion Review," "Promotion" (used when action is submitted subsequent to the consideration on an Automatic Promotion Review basis), or "Extra-Scheduled Review."

g. Statistical Summary of Board Operations

SUBJECT	APPROVED	NOT APPROVED	TOTAL	.
Rotation Promotion		0	97	25X1
Extra-Scheduled Promotion Requests Leave Without Pay Requests		0 .	2	
Employment Prospects reviewed		•	NAC .	İ
Employee Hearings	o é cas	ī	<u>~</u> .	
Requests for Release	-	0	5	
Requests		1	1	
Requests		-	æņ	7
Requests for EMT Program		0	6] 25X1
Ad Hoc Committee Actions reviewed			8 15	·

4. Logistics Career Service Board

- a. Meetings: Not reported/
- ·b. Biographic Information Questionnaire

A Biographic Information Questionnaire, Form No. 780 (Test), was developed and distributed to all SL designees on 1 September 1955. This form was designed to aid the Logistics Career Board in the accumulation of current data on SL designees that was not readily available to the Logistics Career Board. It is the intention of the OL Career Management Officer to compile a biographic register of the basic qualifications of all SL designees. Availability of this information will facilitate the staffing of Logistics field positions as well as the work of the Board in accomplishing adequate career management for SL designees.

c. LO Designated Positions

- (1) The lack of current information concerning LO designated positions and employees outside the Office of Logistics in both field and departmental components /discussed in the Summary Report 1 January 30 June 1955/continues to be a problem in the maintenance of a Position Inventory Record of LO positions. On 25 July the Director of Personnel advised that the approval and implementation of a new proposed "Staffing Pattern" concept would alleviate problems confronted by the Logistics Career Board.
- (2) A revised listing of position codes, titles and definitions for St type positions was developed and submitted to the Office of Personnel for review and approval. The Office of Personnel has approved this submission and is now incorporating it into a revision of _______ Occupational Handbook of Classification Titles and Codes.

5.	Medica	1 St	aff	Career	Service

- a. Meetings: three (3)
- b. New Briefing Procedures

A new procedure has been devised for the briefing by the Medical Personnel Officer of new EOD's and overseas returnees on the CIA Career Service and in particular career service with the Medical Staff. Such briefings, although always routine for EOD's have been found necessary in view of the many returnees who have only a slight familiarization with the career program.

c. Statistical Summary of Board Operations

25X1

6. Personnel Career Service

a. General

There was limited formal activity of the Personnel Career Service advisory groups during this quarter. The Personnel Career Board met once, the Executive Committee held one meeting, and the Planning Panel held no formal meetings.

b. Individual Career Planning

A proposed Office memorandum setting forth the policies and procedures for the preparation and implementation of Individual Career Development Plans for members of the Personnel Career Service was coordinated within the Office of Personnel during the quarter. / OPM No. _______ Individual Career Planning, was published 13 October 1955/ The Office memorandum requires Individual Career Development Plans for all SP designees in headquarters who are members of the CIA Career Staff.

c. Training

(1) The following number of SP designees took training during the quarter:

Full-Time OTR Courses 26
Part-Time OTR Courses 10
Part-Time External Training . . . 6

- (2) A 10½ months Training Activities Report illustrating the impact of formal training in the career development of SP designees was prepared during the quarter.
- (3) Continued progress is being made in the planning of special training courses conducted by the Office of Personnel. These courses are:
 - (a) The Personnel Lecture Series A repeat course of familiarization training is scheduled to begin in January 1956.
 - (b) Job Analysis and Wage Administration -- The first class in a course of instruction in classification and wage administration for SP designees at the junior level is scheduled for October. Instruction is to be given by members of the Position Evaluation Division. Repeat courses will be scheduled as needed.

d. Personnel Information Letter

Three issues of the Personnel Information Letter were published during the quarter. An increasing number of requests for copies of the Letter have been received.

e. CIA Career Staff

applicants were recommended for membership in the Career Staff during the quarter making a total of Category "A" applications sent to the Selection Board.

a.	Meetings: five (5)	
þ.	Overseas Assignments	
	(1) Action was taken on replacement cases.	25X9A
	(2) Requirements for filling four new Security positions overseas were considered and selections were made.	
C.	Fitness Reports	
	The Board reviewed Fitness Reports on Security careerists who are serving overseas and a representative number of such reports in domestic assignments.	
d.	Other Activities	
	Promotion actions	

8. Office of Training Career Service Board

- a. Meetings: <u>IN</u>ot reported
- b. Individual Career Plans

The review and approval of career plans continued to occupy a major portion of the efforts of the Board. Steps were taken to secure career plans from all employees with a Service Designation of Training who are on rotation to other components of the Agency. Memoranda have gone to all individuals in this category, including those overseas, outlining the procedures for them to follow in the preparation and submission of their plans. They have been requested to submit their plans no later than 15 December. Procedures are also being developed to follow up all Training designees on rotation and to record all information concerning them while they are on rotation.

Promotion
(1) Promotion actions Approved Disapproved Clerical Promotion Panel Recommendations
(2) Composition of Promotion Panels The Board approved a change in the composition of the promotion panels. The panels each have five voting members. When a promotion comes before either panel from a school or staff not having a voting member, a representative from that school or staff will be invited to the meeting.
The Office of Training Career Service Board held its fiftieth meeting on 5 July with the Chairman making appropriate remarks commemorating the occasion.
Other Activities CIA Career Staff Applications processed

APPENDIX A

ROSTER

of

CAREER SERVICE BOARDS AND PANELS
as of
1 November 1955

	Clandestine Services Career Service Board Chairman Richard Helms Secretary	25X1A9A
• .	Clandestine Services Career Service Panel Chairman	25X1A9A
	FI Career Service Panel Chairman	
	PP Career Service Panel Chairman	25X1A9A
	TSS Career Service Panel Chairman	
	Clerical Career Service Panel Chairman	

THE INTELLIGENCE PRODUCTION CAREER SERVICE

Chairman Robert Amory, Jr. Executive Secretary

ONE Career Service Board

Approved For Release 2014 7 10 11 10 26 R000 9000 2000 2-3

S-B O R P-T

OCI Career Service Board Chairman Huntington D. Sheldon Secretary	25X1A9A
OSI Career Service Board Chairman Secretary	
ORR Career Service Board Chairman Secretary	
THE OPERATIONS CAREER SERVICE	
00 Career Service Board Chairman	25X1A9A
THE OFFICE OF CENTRAL REFERENCE CAREFF SERVICE	
OCR Career Service Board Chairman	25X1A9A
THE SUPPORT CAREER SERVICE	
Administration Career Board Chairman H. Gates Lloyd Executive Secretary	25X1A9A
Office of the Comptroller Career Service Board Chairman	25X1A9A
Office of Communications Career Service Board Chairman	25X1A9A

Approved For Release 2001 15 10 100 0/00 6R000900020002-3

Logistics Career Board Chairman	25X1A9A
Medical Staff Career Service Board Chairman John R. Tietjen, M.D. Executive Secretary.	
Personnel Career Board Chairman Executive Secretary .	25X1A9A
Office of Security Career Service Board Chairman	25X1A9A
Office of Training Career Service Board Chairman Matthew Baird Secretary	25X1A9A